



Superior Court of California, County of Butte

One Court Street, Oroville, CA 95965

Phone: (530) 532-7013  Fax: (530) 532-7291

www.buttecourt.ca.gov

Accepting Applications For:

PROGRAM COORDINATOR - SHARP

(Limited-Term Position thru June 30th, 2011)

Hourly Salary Range:

****\$27.31- \$33.20 Hourly**

Filing Period:

Opens June 26th, 2010

Application Deadline:

Position Open Until Filled

(Review of first round of applications will be conducted on 7/9/10)

**Salary is subject to a mandatory 5% reduction, with a corresponding receipt of 13 paid days off, for fiscal years 10/11 and 11/12 due to current State financial difficulties.

THE POSITION: This at-will, confidential, limited-term, single incumbent position, who reports to an upper-level manager of the lead court, assists with the management, program development, planning, implementation, oversight and coordination of grant-funded programs involving self-represented litigants in the tri-county SHARP collaboration. The Program Coordinator-SHARP exercises limited discretion in applying the strategic initiatives of the organization and in resolving organizational and service delivery issues that impact total program operations. Incumbent performs a wide variety of routine to complex analytical and administrative duties and coordinates the daily operations of the program. Under general direction, and in consultation with the Managing Attorney, the incumbent implements the set goals and objectives of the program and exercises direct supervision of all non-attorney program staff, including clerical and/or technical program positions. ***Position will require occasional travel as needed between all Butte, Glenn and Tehama County SHARP facilities.***

REPRESENTATIVE DUTIES: (The following duties are typical of those performed by the incumbent in this classification; however, other duties may also be required.)

- Plans, prioritizes, assigns, supervises and reviews the work of staff assigned to the program; provides or coordinates staff training. Participates in the selection of staff; works with employees to correct deficiencies; implements disciplinary procedures.
- Coordinates and monitors assigned operations to ensure compliance with policies, procedures and regulations.
- Researches and prepares grant applications for program funding. Completes all grant summaries and documentation requested.
- May administer or assist in administering the grant program and ensure compliance with grant requirements.
- Coordinates program activities with other agencies, departments and outside organizations.
- Conducts research related to assigned programs; analyzes findings; prepares recommendations, reports and necessary correspondence; presents reports to Lead Court upper management as appropriate.
- Performs general administrative duties as required, including, but not limited to, compiling data for reports, completing and processing various forms, maintaining inventory, developing schedules and calendars, creating databases and charts, composing, preparing, maintaining and/or processing a variety of records, reports, plans, correspondence, agreements, contracts, etc., as required.
- Participates in budget preparation and administration; submits justifications for supplies and equipment; monitors monthly budget to actual results of the grant programs. Makes recommendations to lead court upper management concerning program changes to ensure grant funding is utilized to the fullest extent possible.
- Ensures compliance with cash handling policies and procedures.
- Attends a variety of meeting with staff, court administration, other departments/divisions and/or outside agencies as appropriate; prepares presentation materials and meeting agendas/minutes.
- Receives and forwards to lead court upper management, all inquiries, requests for assistance and complaints from court staff, outside agencies and/or the general public.
- Performs routine office duties as required, including but not limited to typing reports and correspondence, copying and filing documents, entering computer data, assembling materials, faxing information, answering the telephone, processing mail, etc.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

- Two years of responsible program development and administrative experience, preferably in court, legal environment, or local government. Qualifying experience beyond two years may be substituted for the required education in a year-to-year basis to a maximum of four years, and

Education:

- Equivalent to a Bachelor's Degree in Judicial, Public, or Business Administration or related field and 2 years of increasingly responsible experience in a court setting or other public agency including, or
- Equivalent to an Associate of Arts Degree and 3 years of increasingly responsible experience in a court or public agency, or
- 5 years of increasingly responsible experience in a court setting or public agency.

Pre-employment Policies and Other Requirements: All offers of employment are contingent upon submission of documents verifying identity and authorization to work in the United States in accordance with the Immigration and Naturalization Control Act of 1986; passing a pre-employment medical review/examination, including alcohol and drug screening; background and reference check, including a fingerprinting check for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). May be required to possess or obtain by appointment date a valid California operators' license issued by the State Department of Motor Vehicles.

SALARY AND BENEFITS PACKAGE:

Salary: Salary range consists of five steps with approximately a 5% difference between each step. Annual performance reviews are conducted which may advance the employee through the steps.

Benefits:

- Sick Leave - 12 days annually
- Vacation - begins with 2 weeks/year & increases with longevity; plus a special annual vacation entitlement
- 13 Paid Holidays
- 5 days management leave
- Membership in (CalPERS) Retirement System (**Court contributes 7% of salary for employee's share**)
Employees are vested after 5 years of Full-time service and may retire at age 55 with a 2% benefit.
- Choice of 3 PERS Health Insurance Plans (HMO/PPO)
- Dental & Vision Plans
- CIGNA Life Insurance provided by the Court (\$25,000); Employee can purchase additional voluntary coverage
- ICMA Deferred Compensation 457 Plan available
- Employee Assistance Program

APPLICATION AND SELECTION PROCEDURES:

An application packet may be obtained by visiting the court's website at www.buttecourt.ca.gov or contacting the Superior Court's, Court Administrative Office, One Court Street, Oroville, CA 95965; 530-532-7013. **Applicants must submit an original signed Superior Court Application to the Superior Court Human Resources Office to the above address.** Attachments to the application will be accepted. Faxed applications will also be accepted at 530-538-8567 and must be followed by the original application mailed immediately.

Applications will be reviewed for minimum requirements as listed in the job description. All questions on the application must be completed in sufficient detail to permit comprehensive review. It is important that your application show **all** the relevant experience and education you possess. The application will go through a screening process and only the most qualified will be selected to proceed to the examination process. The application is the first step in the examination process, and in some instances, it may be the only criteria utilized in developing the list of candidates. The information that you furnish will be used to determine your qualifications. List all relevant jobs regardless of duration, including part-time and military service. Include a complete list of work experience, which relates to the specific Minimum Qualification requirements.

Employment Eligibility

It is the Court's intention to hire only those workers who are authorized to work in the United States, pursuant to the Immigration Act of 1990. If you are offered employment you will be required to verify your eligibility to work in the United States.

Policy of Nondiscrimination

The Superior Court of California, County of Butte encourages applications from all persons regardless of their race, color, sex, religion, age, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Superior Court of Butte County. Special interview arrangements may be made to accommodate disabilities or religious convictions. Contact the Court Administrative Office at (530) 532-7013 well in advance of the exam/interview for assistance.